



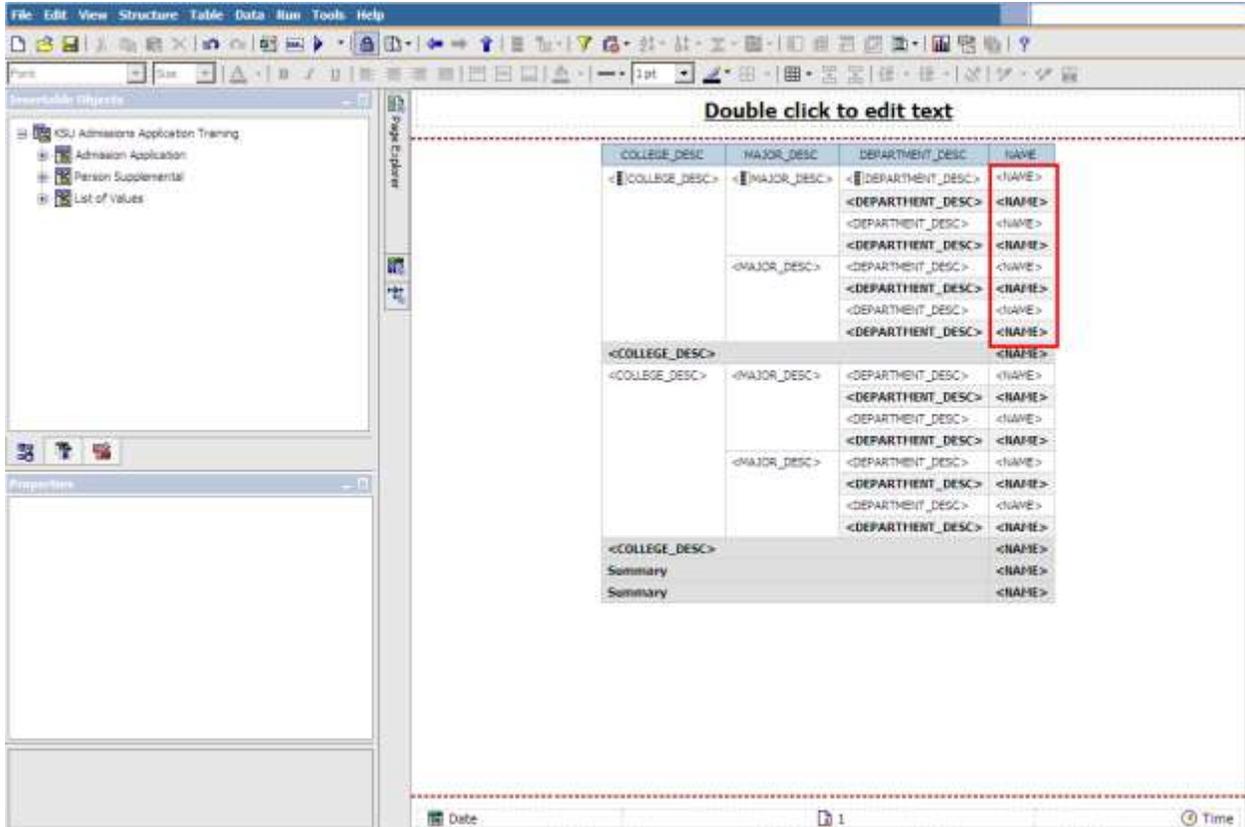
Returning Only Part of a Field

With Cognos you can use a function to return only part of a field in your report. In the sample below, the report returns the whole student name. We will change the format so that only the first five characters of the name are returned. This is called **Substring**.

The screenshot shows a Cognos Viewer window with a table of student data. The table has four columns: COLLEGE\_DESC, MAJOR\_DESC, DEPARTMENT\_DESC, and NAME. The data is grouped by college and major. A callout box points to the first row of the 'Applied Business' group under 'Accounting Technology', which contains the name 'Adams, John Q.'.

COLLEGE_DESC	MAJOR_DESC	DEPARTMENT_DESC	NAME
Ashtobula Campus	Accounting Technology	Applied Business	Adams, John Q.
		<b>Applied Business</b>	<b>1</b>
	Applied Studies	Applied Business	Bonley, Robert A.
		Applied Business	Fisher, Steven A.
		<b>Applied Business</b>	<b>2</b>
	Business Management Tech	Applied Business	DeSanto, Steve
			Fennell, Nicholas A.
			Goff, Daniel R.
			Hess, John W.
			Horn, Michael W.
			Lang, Steve
			Martins, Holly E.
			Ogdenstein, Francis D.
POE, BRUCE L.			
Robison, Laverne D.			
Sully, Denise B.			
WIND, HARVEY B.			
Wills, Debra E.			
	<b>Applied Business</b>	<b>13</b>	
Business Management Technology	Applied Business	Bailey, Andrew W.	
		Burton, William L.	
		Cryden, Chantal L.	
		Hess, Megan	

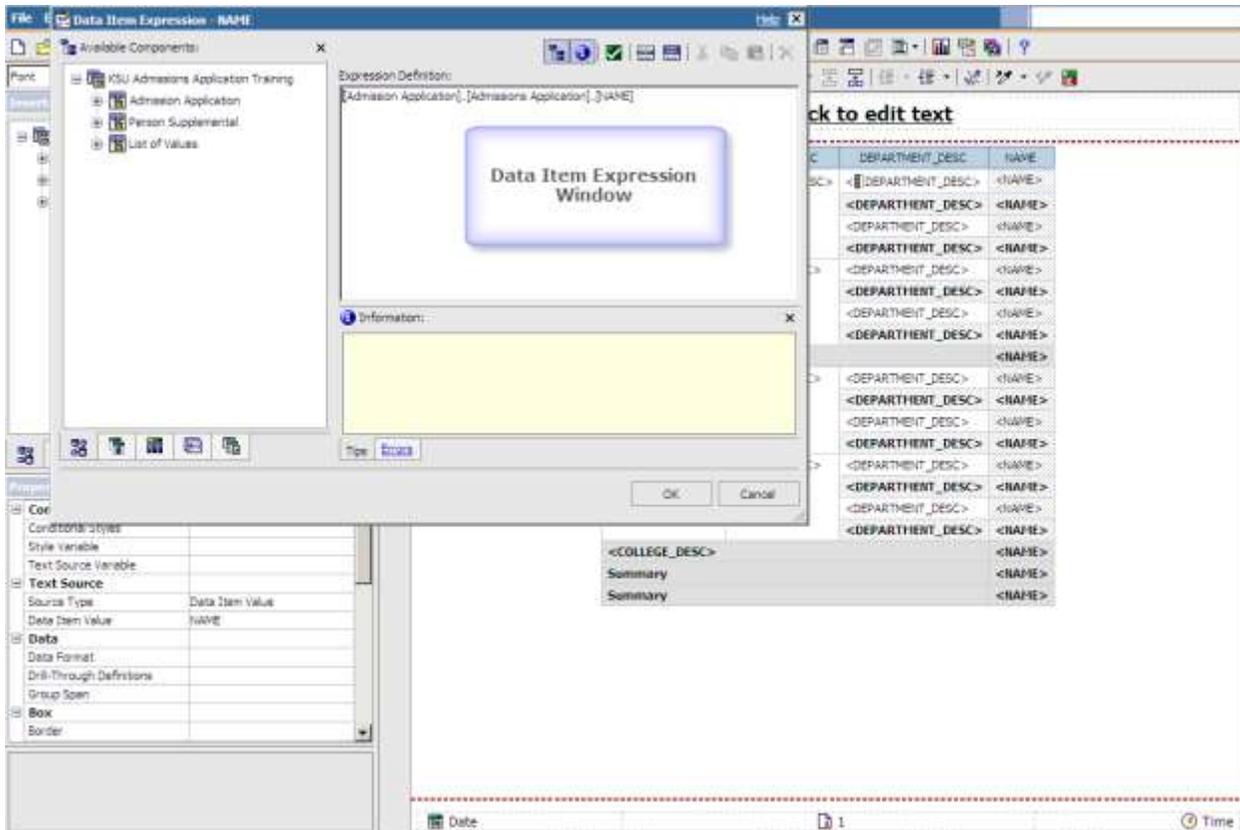
## Returning Only Part of a Field



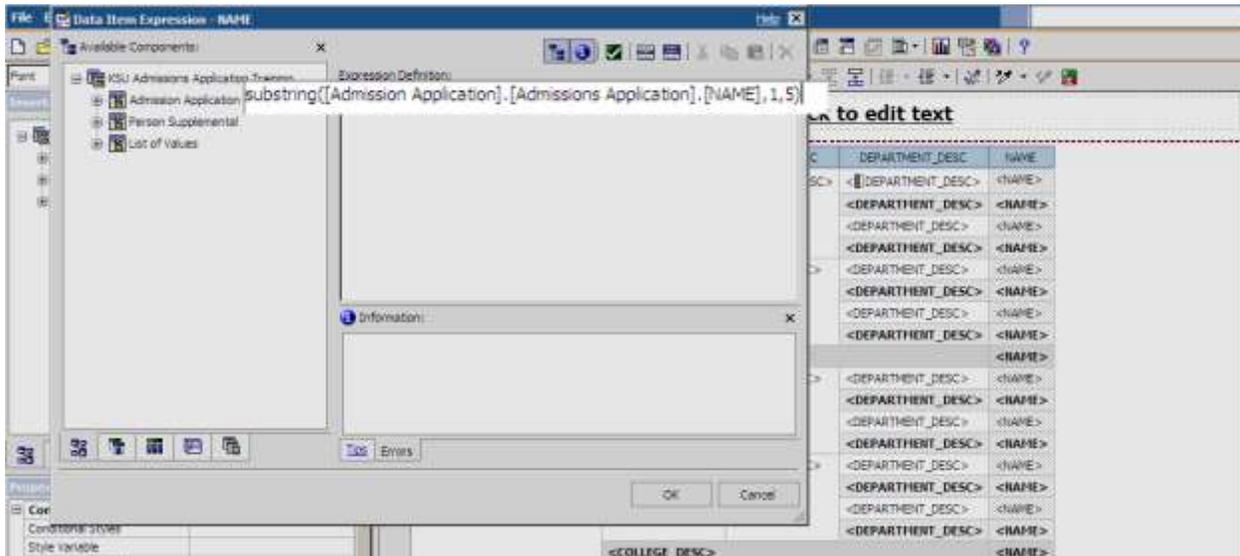
Follow these steps to return only part of a field:

1. Open or create your report in Cognos Report Studio
2. Double click in the field that you want to format - in our example it is **Name**

## Returning Only Part of a Field



3. The Data Item Expression Window will open
4. Click inside the Expression Definition field **before** the expression



5. Type the word '**substring**' then insert a left parenthesis (
6. Click at the **end** of the Expression Definition
7. Enter **,1,5** - you are telling Report Studio that you want to display only the first (1) through fifth (5) characters of the name field

## Returning Only Part of a Field

The screenshot shows a Cognos Viewer window displaying a table with the following data:

COLLEGE_DESC	MAJOR_DESC	DEPARTMENT_DESC	NAME
Ashtabula Campus	Accounting Technology	Applied Business	Adams
		<b>Applied Business</b>	<b>1</b>
	Applied Studies	Applied Business	Boni
		<b>Applied Business</b>	<b>2</b>
	Business Management Tech	Applied Business	Debra
			Parv
			Quil
			HEAL
			Prave
			Ling
			Marl
			Organ
			Pen
ROSE			
Quil			
Vand			
WIL			
<b>Applied Business</b>	<b>13</b>		
Business Management Technology	Applied Business	Bulle	
		Burn	
		Crye	
		Wase	

Callout boxes highlight the first five characters of the names 'Adams' and 'Ng, J'.

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8. Only the first five (5) characters of the field display

## Returning Only Part of a Field

For additional information regarding Cognos, policies and access, or modifications to the ODS, contact the Business Intelligence Team at [cognos@kent.edu](mailto:cognos@kent.edu). For technical assistance, contact the IS Help Desk at 672-HELP (4357).



[www.kent.edu/is/training](http://www.kent.edu/is/training)

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